



ADMINISTRATION FOR
CHILDREN & FAMILIES



State/Territory Data Submission Center

Training for State/Territory Users: How to Complete and Submit the FY2020 Quality Progress Report (QPR)

March 1, 2021

National Center on Data and Reporting (NCDR)



Objectives

State/Territory Data Submission Center Site and Functionality

- Data Submission site user roles
- How to access the Data Submission site
- Common features of the site

Quality Progress Report (QPR)

- How to access the QPR
- How to enter details of the QPR
- How to submit the QPR

Resources for Technical Assistance

What is the State/Territory Data Submission Center?

The Office of Child Care (OCC) developed a password-protected, web-based submission site – the State/Territory Data Submission Center – to streamline the Plan/QPR submission and approval/acceptance processes, and to comply with the Paperwork Reduction Act.

The Data Submission Center contains the ACF-118 State/Territory Plan (including the OMB approved Plan Preprint) and the ACF-218 Quality Progress Report (QPR).

Step	State/Territory Data Submission Center Site Function
Enter details of and Submit a Plan or a QPR	<ul style="list-style-type: none">• State/Territory users enter and review the details of their Plan/QPR.• State/Territory users can run an Error Report to help them identify incomplete questions.• State/Territory users can generate a PDF version of the Plan/QPR.• State/Territory Super users submit/certify the Plan/QPR.
Review	<ul style="list-style-type: none">• OCC users view and track the submission of the Plan/QPR.• OCC users review submitted Plan/QPR submissions:<ul style="list-style-type: none">○ If it is determined that edits are required, the Regional Office users return the Plan/QPR to the State/Territory for further edits.
Approval/Acceptance	When no further edits are required, OCC users approve the Plan and accept the QPR.


Data Submission Site User Roles

User Role	Access/Privileges
State user	Enter and edit State/Territory Plan/QPR data; generate Error report; generate PDF versions of the Plan/QPR (blank and completed).
Super user	Enter and edit State/Territory Plan/QPR data; generate Error report; generate PDF versions of the Plan/QPR (blank and completed); AND submit/certify the Plan/QPR to the Office of Child Care.
Regional Office user	Track Plan/QPR submissions; review submissions; if edits are required, release Plan/QPR to State/Territory users for editing; recommend Plan for approval; accept QPR.
Central Office user	Track Plan/QPR submissions; review Plan/QPR; approve Plan.
Technical Assistance/View only user	View only approved Plans and accepted QPRs.

How to Access the Data Submission Center Site

- URL: https://extranet.acf.hhs.gov/stplan/STPLAN_Login.jsp
- Complete user account request form available at https://www.acf.hhs.gov/sites/default/files/documents/occ/acf_118_state_plan_internet_submission.pdf
- Submit form to the OCC Regional Office and copy the National Center on Child Care Data and Reporting (NCDR).
- OCC Regional Office approves your request and NCDR provides Data Submission Center user login credentials.
- Use credentials to log onto the Data Submission Center.



 Administration for Children and Families
U.S. Department of Health and Human Services

State/Territory Data Submission Center

You have reached the State/Territory Data Submission Center
This Web Site allows all Child Care and Development Fund (CCDF) lead agencies in the States, the District of Columbia, and the Territories to interactively submit their ACF-118 and ACF-218 data.
For accessibility issues, please [click here](#)

Please sign into the State/Territory Data Submission Center

Username:

Password:

State/Territory Data Submission Center

State/Territory Data Submission Center

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For accessibility issues, please [click here](#)

Please sign into the State/Territory Data Submission Center

Username:

Password:

Submit

Data Submission Center Main Menu

State/Territory Data Submission Center

[Section 508 Accessibility](#)

Welcome **StateUser region6**

You have successfully entered the State/Territory Data Submission Center.

Please select the desired Module:

State/Territory Plan Module (ACF-118)

Quality Progress Report Module (ACF-218)

[Logout](#)

ACF-218 (QPR) Main Menu

ACF-218 Quality Progress Report Module

Welcome **StateUser region6**

You have successfully entered the ACF-218 Quality Progress Report Module.

[Section 508 Accessibility](#)

[Tools & Guidance](#)

[Logout](#)

Please select the desired Year

Year: 2020 ▼



Quality Progress Report

Return to Main Menu

Common Features of the Site

Features and Functions


- **Tools and Guidance Link** – Users can access various documents from the link on the Main Menu, which provides guidance on the ACF-118 State/Territory Plan and QPR Submission processes.
- **Navigation Index** – The index on the left-hand side of the screen allows for easy navigation to different sections and questions throughout the Plan/QPR. Users should use the Navigation Index to return to a previous page or move to another section.
- **Common Data Entry Functions** – Standard functions and features such as copy and paste, radio buttons, check boxes, and drop-down selection lists are used throughout the site to enter and edit data, as well as to view, submit and certify, and approve Plans/accept QPRs.
- **Multiple Users** – Any number of users can access the site at the same time. However, only one person at a time can be working on a single question.

Features and Functions (Cont'd)

- **Consistency Checks** – The Plan/QPR will require that certain questions are completed depending upon how the user has answered a prior question.
- **Links** – State/Territory users can include active URLs in text fields to provide hyperlinks to information found on the Internet.
- **Error Report** – Users can generate an error report to easily determine which sections of the Plan/QPR have not been completed or have inconsistent responses.

Navigation Index

Use the Navigation Index to view questions (click on selection).

OFFICE OF CHILD CARE 

Texas
Status: Work In Progress

QPR Year: FFY2020

OMB Approval #0970-0517

ACF-218 Quality Progress Report Module
*** Please click "Save" or "Save and Next" to save any changes ***

open all | close all
QPR Submission
1.1
1.1
1.2
1.2
2.1
2.1.1
2.1.2
2.1.3
2.2
2.2
2.3
2.3
2.4
2.5
2.6
2.7
2.8
2.9
2.10
2.11
3.1
3.2
3.3
4.1
4.2

1) Overview







To gain an understanding of the availability of child care in the State/Territory please provide the following information on the total number of child care providers. Please enter N/A when necessary.







1.1 State or Territory Child Care Provider Population








Enter the total number of child care providers that operated in the State/Territory as of September 30 of the last federal fiscal year. These counts should include all child care providers, not just those serving children receiving CCDF subsidies. Please enter N/A when necessary.







a. Licensed family child care #

☐ N/A Describe: (Press ALT-0 for help)









Data Entry Navigation Tip

NOTE:

To move to a different section of the Plan/QPR, use the Navigation Index on the left side of the screen.

Do **NOT** use the internet browser back and forward buttons.

OFFICE OF CHILD CARE Texas
Status: Work In Progress QPR Year: FFY2020 OMB Approval #0970-0517

ACF-218 Quality Progress Report Module
*** Please click "Save" or "Save and Next" to save any changes ***

open all | close all

1) Overview

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a. Licensed family child care #

☐ N/A Describe: (Press ALT-0 for help)

b. Legally exempt family child care (care in providers' home) #

☐ N/A Describe: (Press ALT-0 for help)

Save Save and Next Error Report Display/Print QPR

Always remember to **SAVE** before navigating to a different section!!

Quality Progress Report (QPR) Data Entry

QPR Status

- **Work in Progress** – The QPR is “open” for the State/Territory user to enter or make changes.
- **Submitted** – The QPR is “closed” and the State/Territory user can no longer make any changes.
- **Accepted** – The QPR is “closed” and has been accepted by OCC. No further edits can be made.

ACF-218 Quality Progress Report Module	
Texas	
Status: Work In Progress	QPR Year: 2020
Component # 1: Overview	
1.1	State or Territory Child Care Provider Population
1.2	Goals for Quality and Access
Component # 2: Supporting the training and professional development of the child care workforce	
2.1	State/Territory Progression of Professional Development
2.2	What supports did the State/Territory make available to teachers/providers?
2.3	Were other initiatives available to support professional development and the workforce?
2.4	Licensed child care center director
2.5	Licensed child care center teachers
2.6	Licensed family child care providers
2.7	Licensed child care center directors who serve CCDF children
2.8	Licensed child care center teachers who serve CCDF children
2.9	Licensed family child care providers who serve CCDF children
2.10	Spending
2.11	Progress Update
Component # 3: Improving early learning and development guidelines	
3.1	Describe changes/updates to the State/Territory's early learning and development guidelines
3.2	Spending

Completing a QPR Question

Select the section you wish to complete by clicking on the highlighted text associated with the section number.

ACF-218 Quality Progress Report Module	
Texas Status: Work In Progress	QPR Year: 2020
Component # 1: Overview	
1.1	State or Territory Child Care Provider Population
1.2	Goals for Quality and Access
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QPR Question Page

OFFICE OF CHILD CARE

Texas
Status: Work In Progress

QPR Year: FFY2020

OMB Approval #0970-0517

ACF-218 Quality Progress Report Module
*** Please click "Save" or "Save and Next" to save any changes ***

open all | close all
QPR Submission
1.1
1.1
1.2
2.1
2.2
2.3
2.4
2.5
2.6
2.7
2.8
2.9
2.10
2.11
3.1
3.2
3.3
4.1
4.2
4.3
4.4
4.5
4.6
4.7

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Enter the total number of child care providers that operated in the State/Territory as of September 30 of the last federal fiscal year. These counts should include all child care providers, not just those serving children receiving CCDF subsidies. Please enter N/A when necessary.

a. Licensed family child care #

☐ N/A Describe: (Press ALT-0 for help)



Display QPR Pre-Print

Click **Display QPR Pre-Print** to open a PDF document of the QPR pre-print in a separate window.

Error Report	Display/Print QPR
Display QPR Pre-Print	Return to QPR Menu

OMB Control No: 0970-0517

Expiration date: 09/30/2021

THE PAPERWORK REDUCTION ACT OF 1995 (Pub. L. 104-13)

Public reporting burden for this collection of information is estimated to average 60.0 hours per response, including the time for reviewing instructions, gathering and maintaining the data needed, reviewing the collection of information, and completing the form.

An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number.

Quality Progress Report (QPR)

for

State/Territory _____

FFY 2020

The Quality Progress Report (QPR) collects information from states and territories to describe investments to improve the quality of care available for children from birth to age 13. This report meets the requirements in the Child Care and Development Block Grant (CCDBG) Act of 2014 for Lead Agencies to submit an annual report that describes how quality funds were

Display/Print QPR

Click **Display/Print QPR** to view a PDF version of your program's QPR in a separate window.



A screenshot of a web interface showing four buttons arranged in a 2x2 grid. The top-left button is labeled 'Error Report'. The top-right button is labeled 'Display/Print QPR' and is highlighted with a red rectangular border. The bottom-left button is labeled 'Display QPR Guidance'. The bottom-right button is labeled 'Return to QPR Menu'.

Quality Progress Report (QPR) For Texas FFY 2020

1) Overview

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1.1 State or Territory Child Care Provider Population

Enter the total number of child care providers that operated in the State/Territory as of September 30 of the last federal fiscal year. These counts should include all child care providers, not just those serving children receiving CCDF subsidies. Please enter N/A when necessary.

a. Licensed family child care #

☐ N/A

Describe:

b. Legally exempt family child care (care in providers' home) #

☐ N/A

Describe:

Tips and Hints

Reminders

- States/Territories are allowed multiple State users and up to two Super users.
- Multiple users can access the site at the same time but cannot modify the same question at the same time.
- Only Super users can Submit the QPR (*notify the Regional Office of any changes to Super Users*). These are the same Super users who submitted the CCDF Plan.

QPR Data Entry Tips

- Select the correct Year you wish to edit/view.
- QPR status must be “Work in Progress” in order to make edits.
- Generally, you must enter information in each text field.
 - Enter N/A if not applicable or information not available.

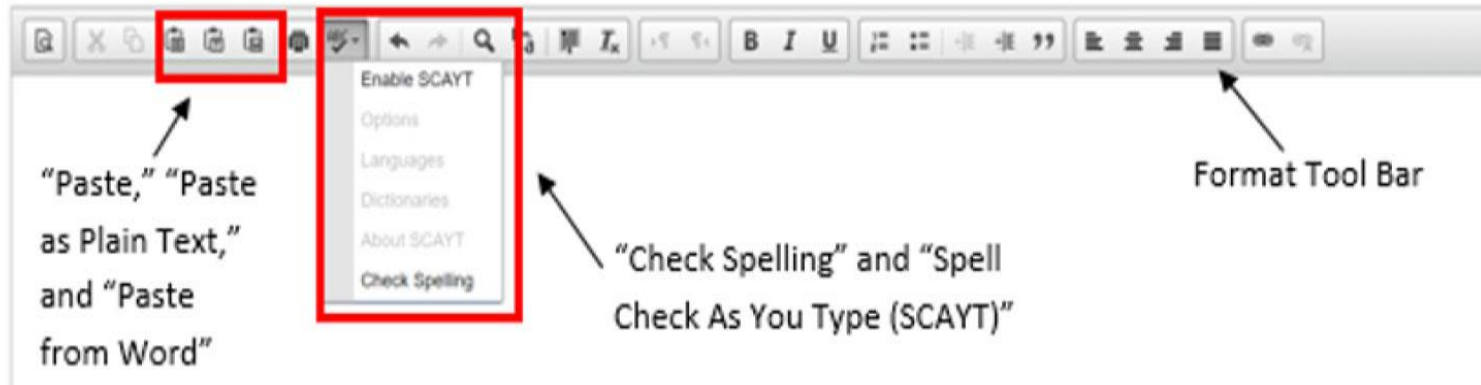
Entering Information: Text Boxes

Simple Text Box

7.3.2 What was the average length of time between receiving the complaint and taking steps to respond to a complaint during October 1 to September 30 of the last federal fiscal year?

4,000
character
limit

Description Text Box (with formatting toolbar)



NO
character
limit

IMPORTANT! Use the “Check Spelling” or “Spell Check As You Type” features to check spelling.

Data Entry Tips

- When copying and pasting text from another document, hidden formatting codes may cause a problem.
 - Carefully select first and last characters.
 - “Paste as plain text” option removes all text formatting and may limit hidden codes.
 - “Paste from Word” option allows you to paste text with standard Word formatting (bold, italics, bullets, etc.).

How to Submit the QPR

QPR Error Report

Click the **Error Report** button to display the Error Report. The Error Report indicates the sections of the QPR that are not yet complete.

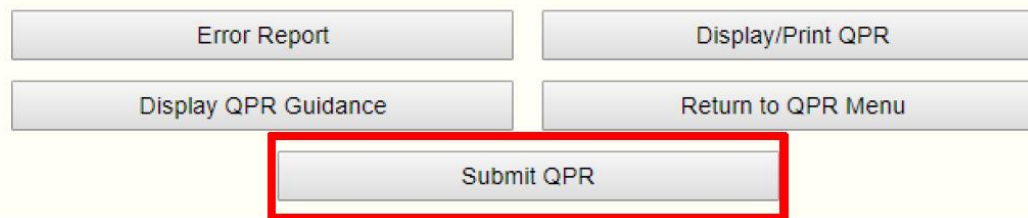


ACF-218 QPR Error Report			
Texas 2020			
Section 1.1			
	1.1		✓
Section 1.2			
	1.2		✓
Section 2.1			
	2.1.1		✓
	2.1.2		✓
	2.1.3		✓
Section 2.2			
	2.2		i
Section 2.3			
	2.3		i
Section 2.4			
	2.4		i
Section 2.5			
	2.5		i
Section 2.6			
	2.6		i
Section 2.7			

QPR Submission Process

The **Super user** has been designated by the Lead Agency as the individual that can submit the QPR.

- Only the **Super user** can submit.
- All **required** questions must be answered in order to submit.
- Click the **Submit QPR** button to begin process.



ACP-218 Quality Progress Report Module
*** Please click "Save" or "Save and Next" to save any changes ***

open all | close all

- QPR Submissions
 - 1.1
 - 1.2
 - 1.3
 - 2.1
 - 2.1.1
 - 2.1.2
 - 2.1.3
 - 2.2
 - 2.3
 - 2.4
 - 2.5
 - 2.6
 - 2.7
 - 2.8
 - 2.9
 - 2.10
 - 2.10.1
 - 2.10.2
 - 2.10.3
 - 2.11
 - 3.1
 - 3.2
 - 3.3
 - 4.1
 - 4.2
 - 4.3
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 - 4.12
 - 4.13

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☐ N/A Describe: (Press ALT-G for help)

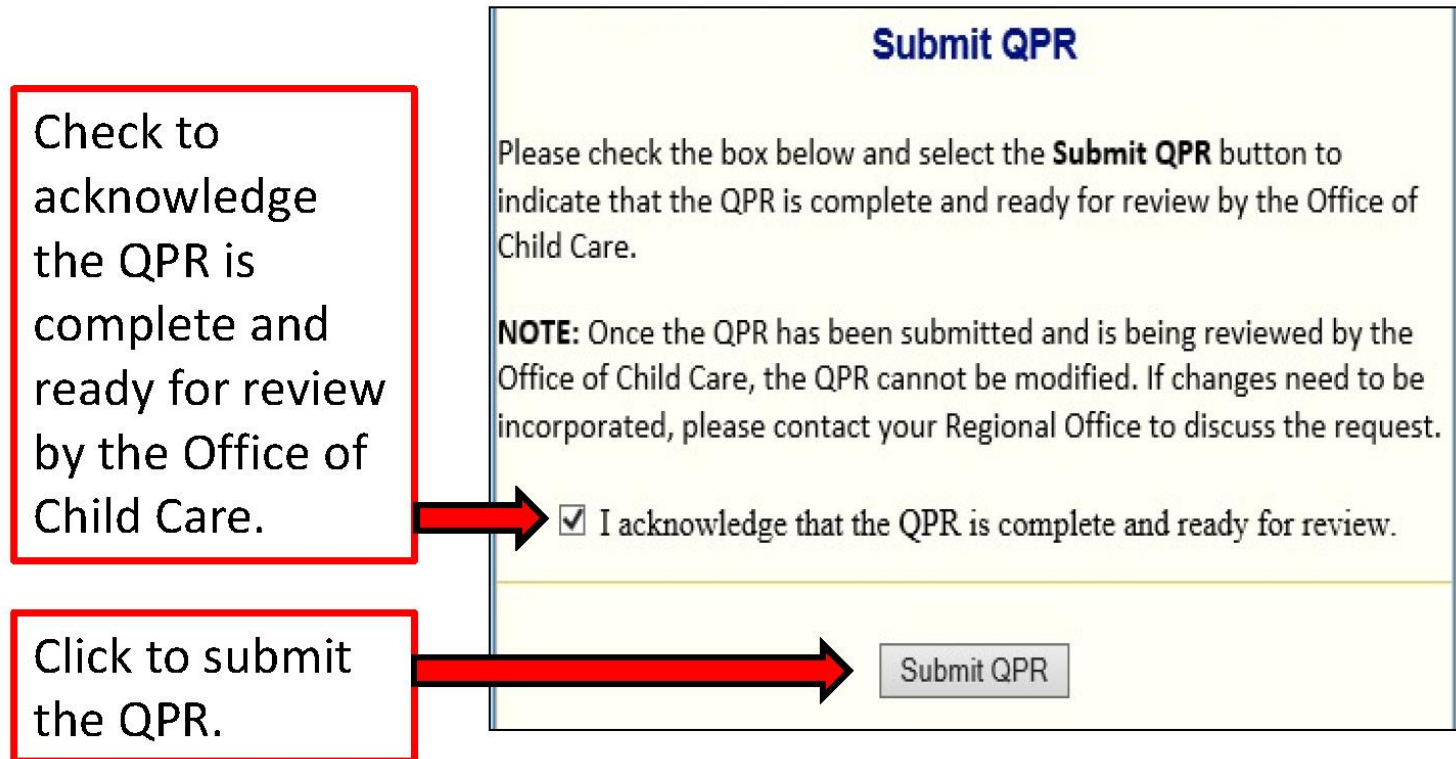
b. Legally exempt family child care (care in providers' home) #

☐ N/A Describe: (Press ALT-G for help)

Save Save and Next Error Report Display/Print QPR Table of Contents Return to QPR Menu **Submit QPR**

QPR Submission Process

The Super user will be prompted to submit the QPR via electronic signature.



The diagram illustrates the QPR submission process. It features a central form titled "Submit QPR" with two red-bordered boxes on the left. The top box, containing the text "Check to acknowledge the QPR is complete and ready for review by the Office of Child Care.", has a red arrow pointing to a checked checkbox in the form that reads "I acknowledge that the QPR is complete and ready for review." The bottom box, containing the text "Click to submit the QPR.", has a red arrow pointing to a "Submit QPR" button at the bottom of the form.

Submit QPR

Please check the box below and select the **Submit QPR** button to indicate that the QPR is complete and ready for review by the Office of Child Care.

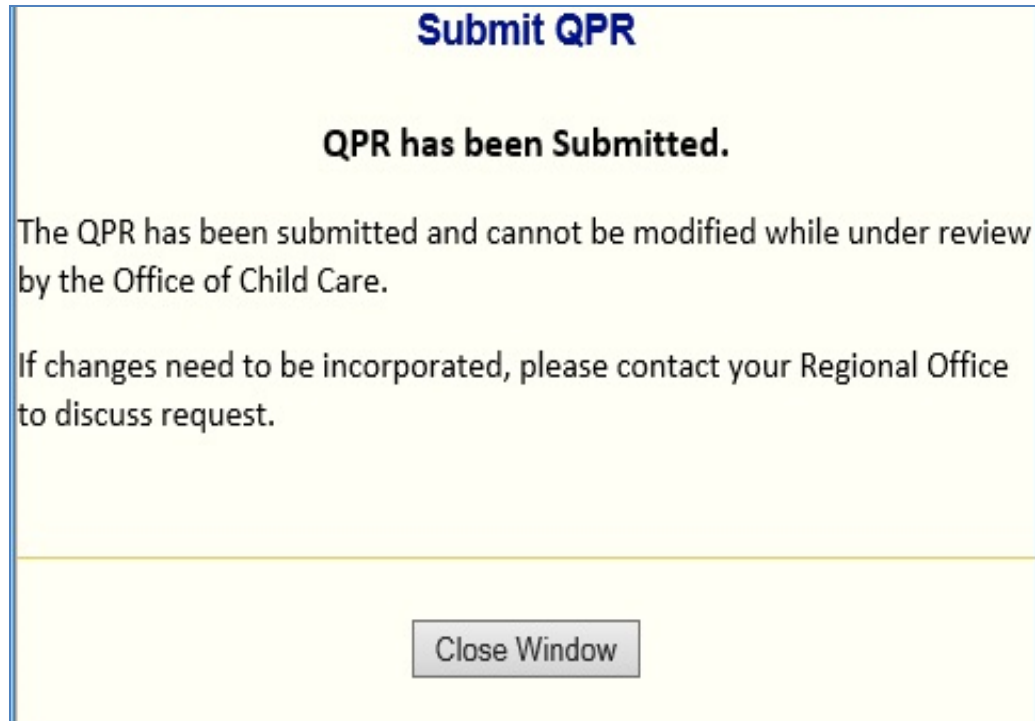
NOTE: Once the QPR has been submitted and is being reviewed by the Office of Child Care, the QPR cannot be modified. If changes need to be incorporated, please contact your Regional Office to discuss the request.

☒ I acknowledge that the QPR is complete and ready for review.

Submit QPR

QPR Submission Process

After submitting the QPR, the successful submission pop-up page will be displayed.



The Super users and OCC staff will receive an automated email from the Data Submission Center confirming that the QPR has been submitted.

QPR Revision and Acceptance

The Office of Child Care (OCC) Regional Office and Central Office will review the submitted QPR.

Revision

If changes are necessary, the QPR will be sent back to the State/Territory for edits. A system automated email will notify the Super users of the need for changes.

Acceptance

If the QPR is accepted by OCC, a system automated email will notify the Super users that the QPR has been accepted.



5 minutes

Frequently Asked Question

Question: I completed the QPR but the system does not allow me to submit it.

Answer: Prior to submitting your Plan, your QPR must be error free. To clear any errors associated with your QPR, check the following:

- Make sure you have responded to the question as well as any sub-questions or follow-up questions.
- Make sure that any associated describe/text boxes have text. If no text is appropriate, enter “N/A”.
- If errors remain, contact NCDR: NCDR@ecetta.info

Remember, only the Super User can submit the QPR

Resources

If you experience technical issues with the site, contact **NCDR**:

1-877-249-9117

NCDR@ecetta.info

If you have questions about the QPR, contact your Regional Office staff.



NATIONAL CENTER ON
Child Care Data and Reporting

For technical assistance, contact

National Center on Child Care Data and Reporting (NCDR)

6003 Executive Blvd., Suite 400

Rockville, MD 20852

NCDR@ecetta.info

877-249-9117